Adding the Link to Your Course

1. In your Banner-fed course (actual semester courses—NOT shells or test courses), click “Content.”

2. On the left-hand side of the screen, create a module by clicking “Add a module...” and typing in the name of it.

3. Click “Existing Activities.”

5. Scroll down and click “Concourse Syllabus Tool.”

6. Click the arrow next to the new link, then click “Edit Properties In-Place.”

7. Click the first “Concourse Syllabus Tool,” then type a new name in the box.
Selecting the History Template
By default, Concourse will select the institutional template. For History and Philosophy courses, please change to the History & Philosophy Template by following these instructions.

1. Refresh the page or click “Content.”

2. Click on your new Concourse link.

3. In the top left corner, click the arrow next to “Syllabus.”

4. Click “Import.”

5. In the search box, type “history template.” Then click “Search.” NOTE: The template is called “History & Philosophy Template,” but it will not show up at the top of the list unless you use the phrase “history template.” This is a search-term fluke and does not affect how the template appears to you or to students.
6. Next to the History & Philosophy Template, click “Import.”

7. Check the boxes for all items, then click “Import.”
Editing Your Syllabus

1. In the top left corner, click the arrow next to “Syllabus.”

2. Click “Edit.”

3. In the edit screen, there are highlighted notes for you to read and take into account as you build your syllabus. These notes are from your department chair and are, in some cases, mandatory.

4. To edit existing sections of the syllabus template, click the orange pencil next to it.
5. To add sections, click the green plus button for the section you want to add.

6. Some sections have pre-set subsections. To add a subsection, click the green plus section next to it.
Copying a Syllabus from One Course to Another
If you created your syllabus for one course using the History template, you can then copy that syllabus to all other sections (and future sections) without having to first import the template. The template will automatically be applied as long as you choose a syllabus which used it in the first place.

1. In the top left corner, click the arrow next to “Syllabus.”

2. Click “Import.”

3. In the search bar, search for the course you would like to copy from. The results will populate with all syllabi matching that search, but you will only be provided with an “Import” button for those that belong to you.
4. Click “Import.”

5. Check the boxes for all items you would like to copy to the new course syllabus. Then click “Import.”

6. Edit the syllabus as needed by following the instructions in the previous section.

When you have finished editing your syllabus, you can simply refresh the page. The syllabus will be updated to reflect your edited version. If you have any questions about how to use the Concourse syllabus template tool, please do not hesitate to contact your college instructional designer, Tiffani Reardon, at treardo2@kennesaw.edu

Instructions created by Tiffani Reardon, 8/1/2018